



Maine Management Service

Office of State Training and Development

4 State House Station

Augusta, Maine 04333

Telephone: [207] 624-7764 Fax: [207] 287-4414

VISION:

Excellence as the
Standard in Maine
State Government

GOALS:

Enhance leadership
skills

Promote career
development

Retain seasoned
managers

Improve satisfaction
and productivity

COMPONENTS:

Selection & Succession Planning:

Recruit and select
managers based on
leadership
competencies and
plan for turnover of
managers

Leadership

Development:

Develop present and
future managers to
enhance leadership
abilities

Human Resources Management:

Decentralize
authority for HR
management
functions and
simplify classification
systems for
managers

Request for Proposals

FOR

Consulting Services in the Operation of the Maine Leadership Institute

Contact:

Elaine Trubee, Director

Bureau of Human Resources, State Training and Development

4 State House Station

Augusta, Maine 04333

Fax: [207] 287-4414

Elaine.Trubee@maine.gov

Sealed proposals must be clearly marked:

Maine Management Service

Bureau of Human Resources, State Training and Development

Consulting Services for the Maine Leadership Institute

and received by:

February 7, 2003

no later than precisely:

2:00 p.m.

physically within the office of the:

Bureau of General Services

Division of Purchases

Fourth Floor of the Burton M. Cross Building

111 Sewall Street

9 State House Station

Augusta, Maine 04333-0009

Proposals will be publicly opened and the name of the bidder announced at the date, time and place specified above. No other information will be made public prior to evaluation and contract award notification. Proposals received after the date and time specified will not be considered. There are no exceptions. The State reserves the right to reject any or all proposals and to make more than one award.

Advertisement

Request for Proposals

The Maine Management Service, Bureau of Human Resources, State Training and Development, Department of Administrative and Financial Services, State of Maine, seeks consulting services for the operation of the Maine Leadership Institute.

The proposal submitted must articulate the applicant's leadership experience in the Executive branch of Maine state government, including:

- A. The breadth and quality of the applicant's executive leadership experience in the Executive branch of Maine state government
- B. The applicant's perspective on the ten leadership competencies of the Maine Management Service, particularly the competencies' value to developing leadership expertise in Maine state government.
<http://www.maine.gov/bhr/mms/index.htm>
- C. The applicant's Leadership Point-of-View; i.e. in a paragraph or less, articulate what constitutes excellent leadership.

More detailed specifications may be obtained from Elaine Trubee, Director, State Training and Development; 4 State House Station; Augusta, Maine 04333; Fax: [207] 287-4414; Elaine.Trubee@maine.gov. Additional information about the Maine Management Service and Maine Leadership Institute is available at <http://www.maine.gov/bhr/mms/index.htm>

Sealed proposals must be clearly marked: Maine Management Service, Bureau of Human Resources, State Training and Development: "Consulting Services for the Maine Leadership Institute" and received by: February 7, 2003, no later than precisely 2:00 p.m., physically within the office of the Bureau of General Services, Division of Purchases, Fourth Floor of the Burton M. Cross Building, 111 Sewall Street, 9 State House Station, Augusta, Maine 04333-0009.

Proposals will be publicly opened and the name of the bidder announced at the date, time and place specified above. No other information will be made public prior to evaluation and contract award notification. Proposals received after the date and time specified will not be considered. There are no exceptions. The State reserves the right to reject any or all proposals and to make more than one award.

Overview

The Maine Management Service emerges from a vision of unique and unsurpassed organizational excellence in Maine State Government. This vision rests on the creation of a system that is dedicated to public service; develops existing and future leaders; supports the goal of being the best run state government in the nation; and provides a legacy of excellence. The Maine Management Service, fueled by the spirit of "Dirigo," is the custom-designed leadership vehicle that will move Maine along the fast track to organizational distinction.

The Maine Management Service is designed specifically for confidential management and executive positions in State Government. The Service will:

- Recognize the unique nature of management positions and the importance of strong leadership
- Provide greater flexibility and responsibility for managers in hiring, employee development, career advancement, and performance management

All confidential managers and executives (managers who are excluded from collective bargaining) are included in the Maine Management Service

The Maine Leadership Institute is the cornerstone development program of the Maine Management Service. The Leadership Institute is based on the Management Service's ten core leadership competencies, (<http://www.maine.gov/bhr/mms/leadership/index.html>) and is a three-day experience designed to prepare managers in state government to become leaders. It is the beginning of a comprehensive approach, under the umbrella of the Maine Management Service, that will ensure managers in state government have the skills they need to excel in today's fast-paced, results-oriented world.

The program provides managers with an opportunity to reflect on who they are as a leader; to practice and experiment with new ideas and skills; to build relationships with other leaders in state government; and to take yet another step down the path of growing and developing as a leader.

State government is wide and varied in its demands of leaders. Managers possess many of the competencies needed, but others may need to be strengthened. Through the use of 360o assessment instruments, the Institute helps managers define their strengths and identify areas for personal and professional development.

While the journey that participants begin at the Institute is a personal one, it has tremendous implications for state government, the citizens of the state, a manager's peers and the people who work for him or her

As of December 2002, we have graduated, or enrolled, 380 members of the Maine Management Service in the Maine Leadership Institute. In 2003, our goal is to graduate the balance of the 678 members of the Maine Management Service.

General Instructions

1. The purpose of this *Request for Proposals* is to select a consultant qualified to perform the following duties for a contract period of one year:
 - A. Make a presentation to the participants of each Leadership Institute in order to provide a context of the Maine Leadership Institute (MLI) as the cornerstone of the Maine Management Service;
 - B. Inspire MLI participants in honing their leadership competencies;
 - C. Discuss the differences between management and leadership, in the context of public sector governance;
 - D. Discuss and describe the impact of fluctuations in government fiscal resources on public sector governance;
 - E. Advise the Maine Management Service governing bodies on operation of the Maine Leadership Institute, to help the MLI continuously improve the leadership competencies of MMS members;
 - F. Attend meetings of the MMS governing bodies to provide input and advice on MLI operations to expand and enrich the pool of leadership talent within Maine State Government;
 - G. Represent the Maine Management Service and Maine Leadership Institute from time to time as occasions require;
 - H. The Bureau of Human Resources State Training and Development Division may, from time to time as it deems appropriate, communicate specific instructions and requests to the consultant concerning the performance of the work described in the final agreement.
2. Three (3) copies of each bidder's proposal must be submitted in a sealed envelope and clearly marked

***Maine Management Service
Bureau of Human Resources State Training and Development
Consulting Services for the Maine Leadership Institute***

and received by:

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no later than precisely:

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physically within the office of the

***Bureau of General Services
Division of Purchases
Fourth Floor of the Burton M. Cross Building
111 Sewall Street
9 State House Station
Augusta, Maine 04333-0009***

Proposals will be publicly opened and the name of the bidder announced at the date, time and place specified above. No other information will be made public prior to evaluation and contract award notification. Proposals received after the date and time specified will not be considered. There are no exceptions. The State reserves the right to reject any or all proposals.

3. All proposals must be typewritten in English. Changes or corrections must be initialed by the person making the change.

4. Proposals must be signed by a person legally authorized to bind the bidder and must contain a statement that the proposal and fees contained therein will remain firm for a period of at least 180 days from the date and time of the bid opening. The State expects to hold successful bidder to specified fees.
5. The State of Maine will not accept responsibility for any costs incurred by a bidder in the preparation of their proposal.
6. Bidders should direct written questions regarding these specifications to:

Elaine Trubee, Director
Bureau of Human Resources, State Training and Development
4 State House Station
Augusta, Maine 04333
Fax: [207] 287-4414
elaine.trubee@maine.gov

All bidders will receive copies of responses to relevant questions raised by other bidders. Questions received after January 13, 2003, may not be answered. Phone inquiries will not be accepted and such calls may deem a proposal invalid.

7. Proposals must be presented in the format requested in this material. All questions should be answered and all instructions followed. Deviations from these instructions must be identified and are submitted at the risk of the proposal being ruled invalid.
8. The competitive bidding process involves the following steps and timetable:
 - A. Publication of specifications – January 10, 2000.
 - B. Deadline for prospective bidders' proposals – February 7, 2003, at 2:00 P.M.
 - C. Analysis of proposals, possible interviews of finalists - February 10 through 14, 2003
 - D. Award of Contract - Approximately February 19, 2003
9. Selection will be based on the following criteria:
 - A. 25% Proposed costs per session <http://www.maine.gov/bhr/mms/index.htm> ;
 - B. 40% Breadth and quality of executive leadership experience in the Executive branch of Maine state government
 - C. 35% Demonstrated ability to inspire
10. The State reserves the right to reject any or all proposals. The State reserves the right to require interviews with key personnel of bidders prior to contract award. Members of the evaluation team will include various individuals from the Bureau of Human Resources and Maine Management Service Coordinating Committee.
11. All submissions by bidders will be considered available for public view following the bid award, subject to the Freedom of Access Laws of the State of Maine (1 MRSA 401). Please confirm your understanding of this requirement in writing.

CONTENT OF PROPOSAL

The proposal submitted must contain the following:

1. The applicant's leadership experience in the Executive branch of Maine state government, including:
 - A. The breadth and quality of the applicant's executive leadership experience in the Executive branch of Maine state government. Please include a resume.
 - B. The applicant's perspective on the ten leadership competencies of the Maine Management Service, particularly the competencies' value to developing leadership expertise in Maine state government.
 - C. The applicant's Leadership Point-of-View; i.e. in a paragraph or less, articulate what constitutes excellent leadership.
2. The consultant's cost per session <http://www.maine.gov/bhr/mms/index.htm> to deliver each of the requested services in sub-section 1 of the General Instructions section above

Proposals lacking complete and adequate information will not be considered

ADMINISTRATIVE ISSUES

1. The successful bidder will have provided a cost-effective proposal.
2. Failure of the bidder to honor commitments made in this RFP may constitute grounds for bidder disqualification. The resulting contracts will take the form of a "State of Maine Agreement to Purchase Services" (See Appendix A). The State of Maine will not entertain the use of a bidder written contract. After selection of the contractor, the State will allow the bidder to have a constant opportunity to reduce the total cost for individual items in the event that marketing, technological and other changes deem it advisable. Otherwise, the price stated in the proposal will remain in effect for the duration of the contract. The State reserves the right to add additional clauses to this contract based on negotiations.
3. The successful bidder must agree to provide all documentation relative to this project without cost to the State of Maine in the event this contract is terminated for any reason
4. At the sole discretion of the Department of Administrative and Financial Services, any contract resulting from this RFP may be renewed for three subsequent periods of one year each upon successful negotiation of price and terms.